

**Please fax this checklist with your background survey to 304/876-7248.
Do not use cover sheet.**

Name: _____

Applied Supervision Pre-Work Checklist

Listed below are the things you MUST complete before attending "Applied Supervision". Use this checklist to track your progress. When you have completed all of the items on the checklist, fax it back to the Training Technician at the number at the top of this page. Please do not return partially completed checklists.

If you won't be able to complete these tasks before the course deadline, you should reschedule your attendance for another offering.

On-Line Training

- ☐ NCTC on-line course "Ethics for New Supervisors" (approximately 1 hour)
- ☐ NCTC on-line course "Discrimination and Whistleblowing in the Workplace" (approximate 1 ½ hours)
- ☐ Golearn.gov's on-line course "Merit System Principles and Prohibited Personnel Practices" (approximately 1 hour)
- ☐ NCTC on-line course "Supervisory Pay and Leave Overview" (approximately 1 hour)

Assessment Tools and Information (you will receive an email with these items approximately 8 weeks prior to the course start date):

- ☐ 360 Degree Interviews
- ☐ Myers-Briggs Type Indicator
- ☐ Pre-reading assignment: "Employee Rights and Responsibilities"
- ☐ Pre-reading assignment: "Leadership Development Guidance"
- ☐ Background survey